

The first three pages are step-by-step instructions for pilots to enter their pilot information. The guide then continues to show unit, group, and wing commanders how to validate this information.

1. Log into E-services: Log into E-services: <https://www.capnhq.gov/default.aspx>
2. From the left menu bar, choose: **Personal Pilot Data**
NOTE: You may have to scroll down the page to see this option.

- [CAP Directory](#)
- [CAP Emblems/Seals](#)
- [CAP Employment](#)
- [CAP Knowledgebase](#)
- [CAP National Agenda/Meeting Minutes](#)
- [CAP Online Exams](#)
- [CAP Pubs and Forms](#)
- [CAPabilities Handbook](#)
- [CapWatch Download](#)
- [ES Single-person Specialty Entry \(Achievement Level\)](#)
- [Interactive Personnel Application](#)
- [M.I.M.S. Tutorials](#)
- [M.I.M.S. \(FMS\) Personal Currency](#)
- [M.I.M.S. Personal Approval Report](#)
- [Member Qual Info](#)
- [Member Search](#)
- [Membership Picture ID Card Payment](#)
- [NCSA Main Menu](#)
- [Personal CAPF 101](#)
- [Personal ES SQTR Quick Entry](#)
- [Personal ES/CD/Cadet Task Entry](#)
- **Personal Pilot Data**
- [Personal SQTR \(old 1011\)](#)

[CAP ESTABLISHES YEAR-ROUND DISASTER RELIEF FUND](#)

New!! [Member Search Replaces Interactive Personnel](#)

e-Services News and Notices

- [M.I.M.S.-OPSEC Report](#) 14 June 2006
- [M.I.M.S.-Suspension](#) 08 June 2006
- [M.I.M.S.-Pilot Data](#) 17 May 2006
- [New Picture Card Specifications](#) - 08 May 2006
- [Online Transfer Release](#) - 03 April 2006
- [Update on picture membership card](#) - 26 Feb 2006
- [New Member Qual Info Reports](#) 29 Dec 2005
- [ES Achievement Level Form Available under CAP Utilities](#) - 1 Dec 2005
- [Online Membership MultiRenewal Release](#) - Updated 2 Nov 2005
- [M.I.M.S. Updates](#) - Updated 22 April 2005

[CAP Management Analysis & Accountability Pages:](#)

3. An informational screen will then appear talking about the MIMS Pilot Data system and the recent changes. Scroll all the way to the bottom and click on: **Click here to proceed to new pilot form.**
4. The top half of the pages shows you at a glance the areas you are qualified in. You may quickly check the status of Pending and Expired areas.

Active - ACTIVE Pending - PENDING Expired - EXPIRED Suspended - SUSPENDED Disapproved - DISAPPROVED		
Achievement	Status	Expiration Date
CAP Airplane Pilot	ACTIVE	31 Jul 2007
CAP Check Pilot - Airplane	ACTIVE	31 Jul 2007
CAP Check Pilot Examiner - Airplane	ACTIVE	31 Jul 2007
CAP Instructor Pilot - Airplane	ACTIVE	31 Jul 2007
Cadet Orientation Pilot - Airplane	ACTIVE	31 Jul 2007

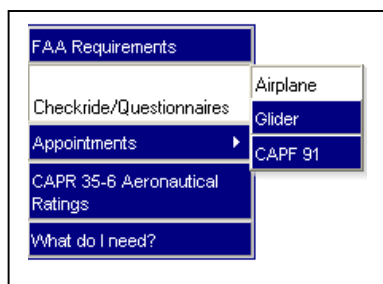
[Click Here to Hide Current Achievements](#)

View Member Report for Partial/Completed Achievements
(PDF) (WORD) (EXCEL)

You may click on one of the achievements to see what the requirements are. If the STATUS goes INACTIVE, you at a glance know what to complete, and enter the information.

5. UPDATING FORM 5 DATA:

From the left menu bar, choose: **Checkride/Questionnaires**, then **Airplane**



Notice on this menu you may also enter F91 Information!

6. The top half of this section shows past F5 information. Current and expired

<u>Checkride/Questionnaires - Powered</u>							
Aircraft	Aircraft Group	CAPF 5 Initial Completed	Delete Initial	CAPF 5 Quest. Expiration	Delete Quest.	CAPF 5 Annual Expiration	Delete Annual
C172	1	24 Jul 2004	<input type="checkbox"/>	30 Jun 2006	<input type="checkbox"/>	30 Jun 2006	<input type="checkbox"/>
C172P	1	01 Jul 2006	<input type="checkbox"/>	31 Jul 2007	<input type="checkbox"/>	31 Jul 2007	<input type="checkbox"/>

7. The middle left side of the screen allows you to enter the **CAPR 60-1 Written Exam** and **Airplane Questionnaire**. Notice in this example, in green, it is indicating that a written test was passed on 01 Jul 2006. This pulls directly from the NHQ database; therefore, no action is required on your part to add this requirement. A DELETE button is provided in case this is an error, and then allows you to manually put in your completed test date.

**If you do not take the CAPR 60-1 Exam online, it will have to be validated before you can enter an annual into the system.

CAPR 60-1 Exam
 01 Jul 2006 [Delete](#)

CAPR 60-1 Exam Date
 MM/DD/YYYY

Airplane Questionnaire Date
 MM/DD/YYYY

Questionnaire Aircraft Type
 *Hold Ctrl Key for Multiple Selections

C182
 C172
 C172P
 C206
 C182T NAV III

8. The middle right of the screen is where you enter flight information. Be sure to annotate the any endorsements that need to be listed.

☐ Initial ☐ Annual

Completed Date
MM/DD/YYYY

Aircraft Type
--Select--

☒ Wing Check Pilots
☐ Region Check Pilots
☐ All Check Pilots

Check Pilot
--Select--

**If you are entering a new annual you can select the following endorsements while entering the annual information. If you have already completed an annual you only have to check the following endorsements you have completed.

Additional Endorsements

☐ Instructor/Check Pilot Evaluation

☐ Cadet Orientation Demo to Check Pilot

☐ Night Orientation

☐ CAPF 5 Instrument Demonstration

☐ Mountain Flying

Task	Airplane	
CAPF 5 Instrument Demonstration	C172	<input type="checkbox"/>
CAPF 5 Instrument Demonstration	C172P	<input type="checkbox"/>
Cadet Orientation Demo to Check Pilot--Grp 1	C172P	<input type="checkbox"/>
Instructor/Check Pilot Evaluation - Airplane	C172P	<input type="checkbox"/>

Once you have filled in your information, excluding the Statement Of Understanding, click on the SUBMIT button. Your unit commander must validate the information you just filled in.

****Initial Form 5's. The STATEMENT OF UNDERSTANDING must be notated.**

Statement of Understanding
MM/DD/YYYY

Statement of Understanding Date	
15 Mar 2004	Delete

Notice in this example, a Statement of Understanding Date is in green, no action is required!

UNIT, GROUP, WING COMMANDERS VALIDATION:

1. Log into E-services: <https://www.capnhq.gov/default.aspx>
 - a. NOTE: The following instructions will be guiding you through the E-services Restricted Applications. At any point you find that you do not have the menus this guide shows, contact your unit/group WSA, and if there is not one, or they cannot assist, contact Capt James Delaney, WIWG-WSA (james.delaney.cap@gmail.com) to assign you the proper permissions. If you are not the Unit, Group, Wing commander and are trying to accomplish validation on behalf of the commander, he/she will need to send this request to WI-MIS staff for you to receive the permissions.

2. From the E-services main page, choose M.I.M.S. (This will be located on the RIGHT menu bar, if you have the proper permissions).

- [M.I.M.S.](#)
- [M.I.M.S. - Pilot Data](#)
- [Member Search](#)
- [Membership](#)
- [National IP](#)
- [Organizational Contacts](#)
- [SSNSearch](#)
- [Senior Member Specialty Track](#)
- [Validate CAP Picture](#)
- [Web Security Admin](#)

3. Choose: **Validate Achievements or Tasks**

The screenshot shows the M.I.M.S. main menu bar with the following links: [ES Multi-person Specialty Entry\(Achievement Level\)](#), [ES SOTR Quick Entry](#), [ES Single-person Specialty Entry \(Achievement Level\)](#), [ES/CD/Cadet Task Data Entry](#), [FMS Currency](#), [FMS Reports](#), [SOTR By CAPID](#), and [Validate Achievements or Tasks](#).

4. The next screen requires you to review the Statement of Understanding regarding the FMS validation Module. Read it carefully and choose YES, if you understand what you are about to do.
5. Depending on your level of permissions, the screen that has appeared may ask you to choose which unit/group/wing you desire to validate records. Otherwise, most unit commanders will show the below screen:

The screenshot shows the "Validation for Achievements or Tasks" screen. It includes a "Validation Status Report" link, a "Scope" dropdown menu set to "UNIT", and an "ORGID" dropdown menu set to "GLR-WI-049". Below these are "Filter By" options: "No Selection" (selected), "Functional Area", "CAPID", "Last Name", and "Alphabet".

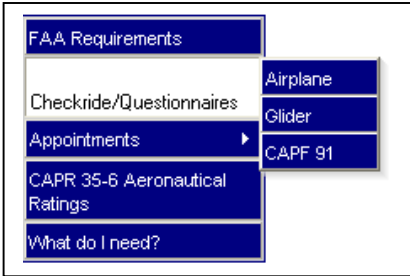
	Name	Additional Info	Submitter	Completed	Process	Comment
192484 Loll, Gregory R (WI-049)	CAPF 5 Airplane Annual C172	Check Pilot Name or CAPID:373305	lauzerjm	30 Jul 2006	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Reject	
	CAP Airplane Questionnaire C172		lauzerjm	30 Jul 2006	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Reject	

At this point you may either VALIDATE a pending record, or REJECT. Once you have selected the records, simply click the CONFIRM button.

NOTE: If you are a unit, group, or wing commander validating YOUR OWN records, this is not the end of the road. You cannot validate your own record. The next highest commander must do the same before it will show in your files.

CHECK PILOT/INSTRUCTOR/F91 NOTATION

- 1. Returning back to the Personal Pilot Data screen, you have two separate areas to enter.
- 2. Choose **CAPF 91** if entering F91 Information:



Checkride/Questionnaires - CAPF 91

Submit

Reset

CAPF 91

MM/DD/YYYY

Wing Check Pilots

Region Check Pilots

All Check Pilots

Check Pilot

--Select--

CAP Mission Check Pilot Checkout

(Powered)

Submit

Reset

Enter the requested information. If your CHECK PILOT is not listed, he/she must have their pilot records updated before you can continue. Contact your check pilot directly if this happens!

CHECK PILOT / INSTRUCTOR ANNOTATION:

- 1. From the Personal Pilot Data Screen, (see above) choose, **APPOINTMENTS**

Appointments - Appointments

Submit

Reset

Check Pilot Examiner - Airplane

Check Pilot Examiner - Glider

Mission Check Pilot Examiner

Cadet Pre-Solo Pilot

Delete

Delete

Submit

Reset

Simply check mark the appointments you are requesting.

See the **Prerequisites** page to enter the items required. If you self check mark a box, and the prerequisite has not been completed, you will not receive the appointment. Approvals from unit, group, and wing will need to be completed before receiving these appointments!

NCPSC designation is also entered in the Prerequisites Section.

Special Notes: (Updating records that are not your own)

The above pages referenced a guide for individual members to update their own pilot information. Some squadrons appoint an officer to perform these updates for members that do not have Internet access. Special permissions must be assigned in order to do this for another member. Although the menu pages are the same, this sort of access must be entered at a separate location.

a. From the E-services main menu, look at the right menu bar. These are your restricted applications access. M.I.M.S. – PILOT DATA is the name of the module used to update other member's information. If you do not see this option, you must be assigned the necessary access. If your unit or group WSA cannot provide you this access, the Unit Commander should request this access from WI-WSA Capt James Delaney - james.delaney.cap@gmail.com.